

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
American Indian Counseling Center**

**VACANCY ANNOUNCEMENT**

**Intermediate Typist Clerk**

AICC is looking for an experienced Intermediate Typist Clerk to join our team. American Indian Counseling Center is seeking a highly-motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk.

American Indian Counseling Center, located in Cerritos (SPA 7) is a small clinic that provides therapeutic services to children and adult participants. Services available include: (1) psychiatric/medication evaluations, (2) individual/family counseling, (3) support and therapy groups for adults and (4) case management services.

Desirable qualifications include:

- Excellent Customer Service Skills
- Ability to work collaboratively with team members and various disciplines
- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Proficient at IS, IBHIS, Microsoft Word, Excel, and Outlook.
- Flexible with the ability to multi-task
- Strong filing and typing skills
- Experience with the Native American community

Interested Individuals currently holding the title of ITC or IC are encouraged to fax or email a cover letter along with their resume, last 2 performance evaluations and 2 years of the master time card to:

Azucena Salazar

Fax: (562)467-7478

[azsalazar@dmh.lacounty.gov](mailto:azsalazar@dmh.lacounty.gov)

**Please respond no later than April 15<sup>th</sup>, 2015.**